

Approved For Release 2004/05/12 : CIA-RDP83-00156R000300050123-4

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT Propose

FROM:

EXTENSION

NO.

DD/A 79-0578/3

STAT Acting EO/DDA

DATE

12 April 79

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

SSA

gmc

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached for your review is a proposed Headquarters Notice concerning smoking and nonsmoking areas in the building. The Notice has been drafted pursuant to GSA regulations which were signed last week and presumably will be published shortly.

As I am sure you are aware, this is a sticky area. Would you please review and forward any comments to me by COB, 27 April.

What the Office of Logistics hopes will come out of this review will be opinions of various offices and a list of potential problem areas that will result from the Notice.

A-EO/DDA

STAT

Att

Tom: Suggest that, in the cafeteria, they designate

"smoking" areas rather than "no smoking", or perhaps

make the space equal. The present "no smoking" areas are

pretty crummy. Otherwise it looks OK to me.

ILLEGIBLE

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/Pers 5E 58 HQS.	19 APR 1979	<i>[initials]</i>
2			
3	D/Pers 5E 58 HQS.	20 APR 1979	<i>[initials]</i>
4	EO-DDA		
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

Remarks:

We have reviewed the attached draft notice. While we can foresee some possible problem areas, particularly in Paragraph 2(a) prohibiting smoking in conference rooms and paragraph 4, concerning the realignment of space to accommodate non-smokers, overall it appears to be a reasonable approach to a sensitive subject. We do not see any substantial grounds for objection to the notice.

3-5

*I agree with**Have a happy day! ☺*

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

DD/Pers-P&C 1006 Ames

4/17/79

ROUTING AND RECORD SHEET

STAT

STAT

STAT

SUBJECT: (Optional)

Propose

PERS 79-2449

FROM:

Acting EO/DDA

EXTENSION

NO.

DD/A 79-0578/3

DATE

12 April 79

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Director/OP

13 APR 1979

[Signature]

2.

[Redacted]

4/16/79 4/16

[Signature]

3.

Paul

[Signature]

4.

5.

S/Pers

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

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[Redacted]

A-EO/DDA

STAT

Att

LOGISTICS

HN ☐

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SMOKING IN AGENCY-OCCUPIED BUILDINGS AND FACILITIES

1. A policy on smoking in Federally controlled buildings has been under review for almost a year. A preliminary regulation, published in the Federal Register early in September 1978, has been reviewed by this Agency, as well as by other elements of the Government, in an effort to provide an equitable balance between the rights of smokers and nonsmokers alike. As a result of considerable thought and negotiation, the following regulation is based on Title 41, Code of Federal Regulations, Part 101-20.109-10, dated 25 August 1978.

2. Effective _____, smoking will be prohibited in the following places:

a. Auditoriums, classrooms, conference rooms, and elevators. "No Smoking" signs will be posted inside, and receptacles for smoking refuse will be placed outside the entrances.

b. Shuttle vehicles.

c. Areas where there are flammable liquids, gases, and vapors and all locations where there is a collection of readily ignitable combustible material.

d. Libraries, except in the nonstack areas specifically designated as "Smoking" areas.

e. The "No Smoking" areas established in cafeterias and identified by appropriate "No Smoking" signs.

3. Employees occupying a private office are authorized to designate that office as a "No Smoking" area.

4. Smoking in open work spaces may be allowed, and supervisors should plan work space so that employees who desire "No Smoking" areas can be accommodated provided:

a. Efficiency of work units will not be impaired.

b. Additional space will not be required.

c. Costly alterations or procurement of additional office equipment will not be necessary.

LOGISTICS

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5. In medical facilities, smoking will be restricted to waiting areas, staff lounges, private offices, and specially designated areas. Waiting areas will be divided into "Smoking" and "No Smoking" sections whenever possible.

6. Approved signs will be conspicuously placed alerting employees to areas designated "Smoking" or "No Smoking." Additionally, "Thank You For Not Smoking" tent card signs will be available in Agency supply rooms for employees wishing to display them in private offices.

7. Every effort will be made to accommodate the personal desires of individuals in line with reasonable and effective management of the Agency. I'm sure we can maintain a fair and equitable program in keeping with this Federal regulation on the basis of mutual respect and concern for the desires and welfare of one another. With the good faith and cooperation of each employee, the Agency will have an effective program to control smoking in our buildings and facilities.

Don I. Wortman
Deputy Director
for
Administration

DISTRIBUTION: ALL EMPLOYEES